



**LAC+USC MEDICAL CENTER**

**ASSISTANT NURSING DIRECTOR, ADMINISTRATION  
NURSING ADMINISTRATION**

Vacancy Announcement

**Responsibilities include but are not limited to:**

- Develop and coordinate the approval for nursing standards, policies and protocols
- Monitor and provide oversight for nursing policy and protocol education
- Serve as a liaison for the Nursing Department, other departments and DHS facilities
- Monitor Quality measures and corrective actions for the Nursing Department
- Plan, select and devise nursing administrative methods, procedures, work flow and standards for quality and quantity of work, including staffing standards and plans for the provision of care of the Nursing Services
- May prepare budget for assigned area, and be responsible for adherence to approval budget
- Interpret and direct the implementation of nursing philosophy and objectives, policies, procedures, and operational guidelines for areas of responsibility
- Evaluate performance of subordinates, resolve problems involving grievances and discipline
- Monitor and evaluate operational compliance with licensure, accreditation and other regulatory standards, and recommends changes as needed
- Advise nursing managers and other nurse executives on management, administrative or technical procedures and techniques pertinent to Quality management
- Determine personnel, material, equipment and facilities needed to accomplish program goals
- Manage special projects as assigned by the Chief Nursing Officer

**Qualifications:**

- Expert in the development and implementation of policy and procedures for Nursing Services
- Excellent written and communication skills
- Excellent leadership skills
- Valid and current California RN license
- Minimum two years nursing experience: of which two year experience in data analysis and review
- Recent two years of experience with Nursing-wide Quality/Standards management responsibility for setting policy and protocols as a clinical or administrative specialist equivalent to Assistant Nursing Director, Administration

**Minimum Requirements: Must be on an Assistant Nursing Director, Administration item or be reachable on the DHS Assistant Nursing Director, Administration Certification List.**

Please submit a current resume or CV, along with last two performance evaluations and last 24 months attendance records to:

Nurse Recruitment and Retention Center  
LAC+USC Medical Center Inpatient Tower –  
Room C2C112 2051 Marengo Street, Los  
Angeles, CA 90033 (323) 409-4664

**Application deadline: September 26, 2014**

EOE/Posted 09-12-14

Only the most qualified candidates will be scheduled for an interview.